



CHAPTER 4

Configuring Your Meeting Settings

June 8, 2009

If your organization uses a Microsoft Exchange server, Cisco IP Phone Messenger enables you to receive meeting notifications on your Cisco Unified IP phone, and correlates the status of meetings in your calendar with your availability status in Cisco IP Phone Messenger.

If your organization uses Cisco Unified MeetingPlace, you can configure it to connect you directly to selected meetings, and you will not need to enter any meeting IDs. By viewing and joining your daily meetings directly from your phone, you do not need to open your desktop calendar software on your computer.



Note

Cisco Unified Presence does not support Cisco Unified MeetingPlace Express.

- [Setting Up Meeting Notifications, page 4-1](#)

Setting Up Meeting Notifications

Procedure

- Step 1** Select **User Options > Preferences**.
- Step 2** Select **Enable Meeting Notifications**.
- Step 3** Perform these actions to configure Cisco Unified MeetingPlace to connect you directly to selected meetings:
- Enter your user ID in the **MeetingPlace Userid** field.
 - Enter your password in the **MeetingPlace Password** field and re-enter it in the **MeetingPlace Confirm Password** field.
- Step 4** Select a value for the **Include Calendar Information in My Presence Status** menu:
- Select **On** to incorporate your calendar information in your availability status.
 - Select **Off** to not incorporate your calendar information in your availability status.
- Step 5** Click **Save**.
-

Troubleshooting Tips

If your user ID has a space character included in it, the integration with Microsoft Exchange server will not work, and you will not receive meeting notifications on your Cisco Unified IP phone. Contact your system administrator to remove the spaces from your user ID.

Related Topics

- *User Guide for Cisco IP Phone Messenger*
http://www.cisco.com/en/US/products/ps6837/products_user_guide_list.html